Océ Account Center

User manual

Océ-Technologies B.V.

Edition 2004-04

US

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Chapter 1
Introduction

Notes for the reader

Definition

This manual helps you to use Océ Account Center. The manual contains a description of the features of Océ Account Center and guidelines to use those features. There are also tips to increase your knowledge and help you to manage the workflow even better.

Note, Attention and Caution

Some parts of this manual require your special attention. These parts provide important, additional information or are about the prevention of damage to your properties. The words 'Note' and 'Attention' indicate these important parts.

- The word 'Note' comes before additional information about the correct use of Océ Account Center or a tip.
- A part marked with 'Attention' contains information to prevent damage to items, for example an original or file.

The documentation set

Introduction

Océ Account Center consists of the following 2 applications.
- Océ Account Console
- Océ Account Logic.

Océ Account Center supports the following Océ devices.

- Océ TDS400
- Océ TDS600
- Océ TDS800
- Océ TCS400 release 2.2 and higher releases.

The section below describes the items in the documentation set that describe Océ Account Center.

The documentation set

This Account Center user manual	This user manual introduces you to Océ Account Center. The manual provides the instructions for the installation and the setup of the system. Chapters 4, 5 and 6 include the descriptions of how to use the applications.
The on-line help on Océ Account Console	The on-line help provides complete information about all functions of Océ Account Console.
The on-line help on Océ Account Logic	The on-line help provides complete information about all functions of Océ Account Logic.
The on-line help on the Océ Settings Editor	The on-line help provides complete information about all settings on the Océ Settings Editor.

The user manuals of the Océ range of print systems	The manuals provide general information about Océ Account Center.
Interfacing with Océ Account Center	Please contact your local Océ representative for information about how to integrate Océ Account Center with other applications.

Chapter 2
Get to know Océ Account Center

The users of Océ Account Center

Introduction

Océ Account Center has the following types of users.
- Special users: Administrators
- Users
- Special users: Bookkeepers.

The actions of the users

Users	Functions
Special users: Administrators	■ Create the Account information dialog for Océ Account Logic ■ Make the Account information dialog available in Océ Account Logic ■ Define the accounting requirements in the application. ■ Define the correct passwords ■ Create and manage the devices.
Users	Enter the correct account information for the jobs in the Account information dialog.
Special usesr: Bookkeepers	■ Determine the required accounting information ■ Retrieve account data from a device ■ Manage the log files ■ Export the log files ■ Use the log files from Océ Account Center for accounting purposes.

An overview of Océ Account Center

Introduction

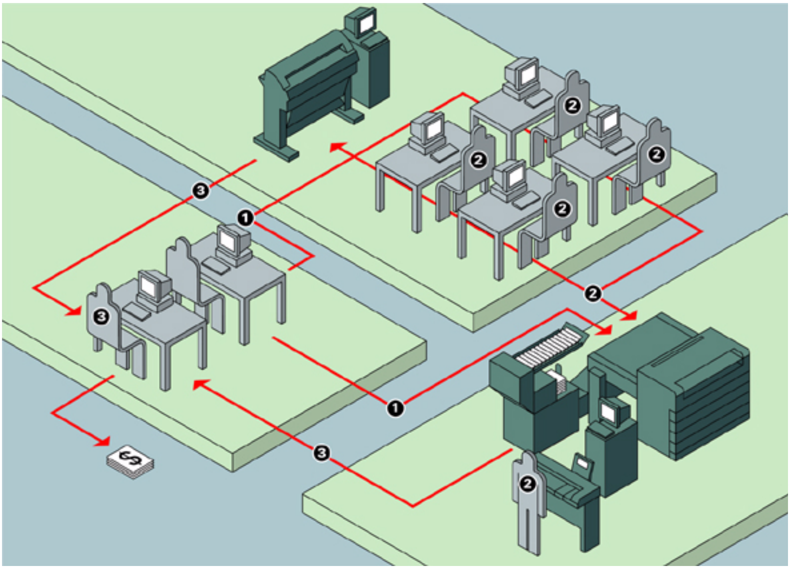
Use Océ Account Center to manage the account information of the print, copy and scan-to-file jobs for your Océ TDS and Océ TCS devices.

Océ Account Center consists of the following two software modules.

- Océ Account Logic
  Océ Account Logic runs on the Océ Power Logic® controller. You can connect to Océ Account Logic from a remote workstation through a web browser.
  The users use Océ Account Logic to enter the account information. The user can enter the account information for the copy and scan-to-file jobs and for the print jobs. The users can enter the account information at the Océ Power Logic® controller and at the workstation.
  The administrator can manage Océ Account Logic from the 'Administration' screen on the application.
- Océ Account Console.
  Océ Account Console runs on a PC that functions as a server. You can connect to Océ Account Console from a remote workstation through a web browser. Access to Océ Account Console application is password protected and limited to authorised personnel.
  The administrator uses Océ Account Console to create the 'Account information' dialog. The administrator publishes the 'Account information' dialog for Océ Account Logic and other applications.
  The bookkeeper uses Océ Account Console to retrieve and export the log data. The bookkeeper uses the log data for accounting purposes. (see '*The users of Océ Account Center*' on page *10*).

Definition

Illustration



Overview of the workflow

The administrator defines and distributes the 'Account information' dialog.
The users enter the account information when the users print, copy or scan to file.
The bookkeeper collects the account data and converts the account data to invoices.

Chapter 3
Prepare Océ Account Center for use

Océ Power Logic® controller setup

Introduction

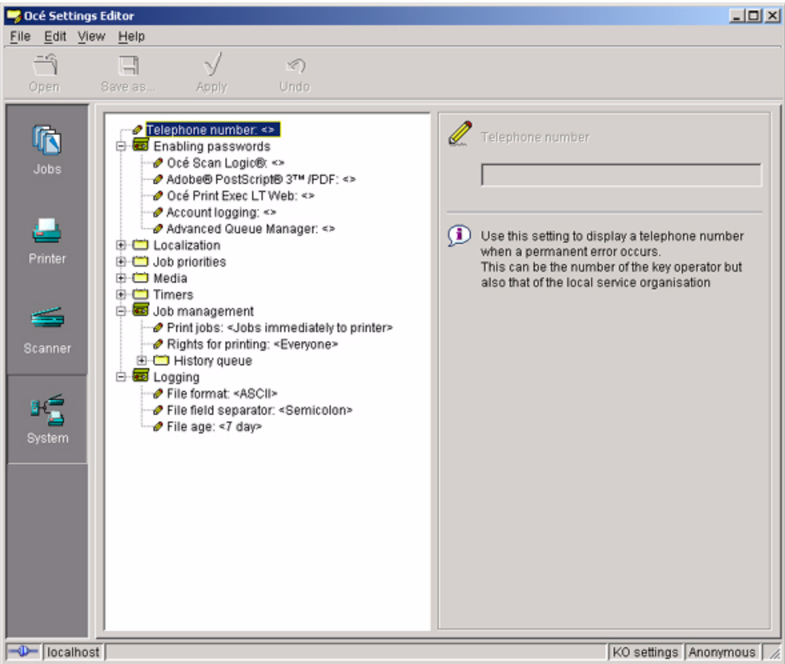
Before you begin to use Océ Account logic, you must define the correct settings in the Océ Settings Editor on the Océ Power Logic Controller.

Before you begin

Before you can define the correct settings in the Océ Settings Editor on the Océ Power Logic Controller, log on as a Key Operator (KO).

Note: *Refer to the on-line help on the Océ Settings Editor for information about the settings and the location of the settings.*

Example of the Océ Settings Editor



[1] Path: KO - System - ... - ...

The correct settings

The path to the setting in the Océ Settings Editor	Definition	Explanation
Path: **KO - System - Enabling passwords - Account logging**	Use the correct password to enable account logging.	Before you can use Océ Account Logic, enable account logging on Océ Power Logic® controller.
Path: **KO - System - Job management - Print jobs**	Select 'Jobs in inbox'.	Océ Account Logic requires that all jobs are send to the Inbox. **Note:** *The print jobs that have valid account information are automatically moved from the Inbox to the Print queue.* *Enter the account information for the print jobs that do not have valid account information on the 'Print' tab of Océ Account Logic.*

The path to the setting in the Océ Settings Editor	Definition	Explanation
Path: **KO - System - Job management - Rights for printing**	Select 'Special user'.	Océ Account Logic is a special user on the Océ Power Logic® controller.
Path: **KO - Scanner - Settings - Timers - Panel timeout**	Océ advises you to set the panel timeout to the minimum value (30 seconds).	The scanner locks when the scanner panel timeout expires. The scanner locks to prevent users to use the scanner without entering account information. When you set the timeout to a minimum value, the scanner locks after a minimum of time has passed.(see '*Define the account information requirements for the jobs*' on page *68*)

Install Océ Account Console

Introduction

Install Océ Account Console on a PC that functions as a server. Do not turn off the PC that runs Océ Account Console.

You can run scheduled tasks like the overnight retrieval of log files on a server.

Access Océ Account Console local on the PC or use the Internet browser to connect to Océ Account Console from a workstation on the network.

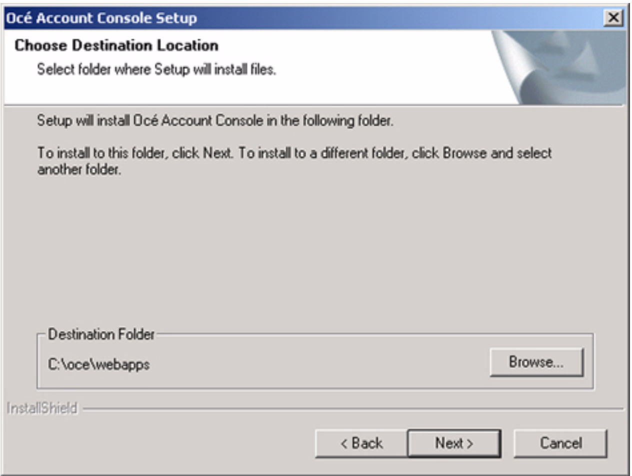
Before you begin

Requirements.

- Microsoft® Windows® NT 4.0 SP3 or,
- Microsoft® Windows® 2000 SP1 or higher or,
- Microsoft® Windows® XP
- Free disk space of 250 MB
- Internal memory of 512 MB RAM
- A port accessible from the network
  The default port is port 8001.
- Microsoft© Internet Explorer 5.5 SP2 or higher.

The installation procedure

1. Insert the Océ Account Center installation CD in the CD-ROM drive of the server PC. If the CD-ROM drive does not start, browse to your CD-ROM drive icon and then double-click 'Setup.exe'.
   Setup starts with the welcome screen.
2. Click 'Next'.
   The license agreement appears.
3. Read the license agreement and click 'Yes' to accept the agreement.
   The 'Choose destination location' dialog appears.
4. The 'Choose destination location' dialog box enables you to specify where the installation installs the application files.

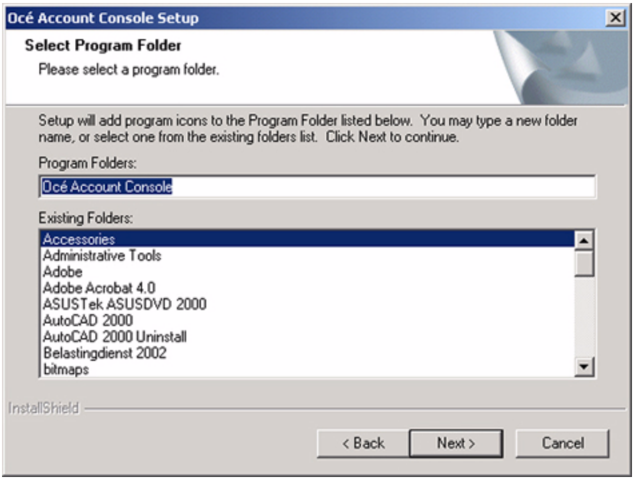


[2] The Choose destination location dialog box

- Click 'Next' to install Océ Account Console in the default destination folder. The default destination folder is **C:\oce\webapps**.
- Click the 'Browse' button to install Océ Account Console to a different location. After you specify a new location, click the 'Next' button.

The 'Select program folder' dialog appears.

5. The 'Select program folder' dialog enables you to define the folder where the installation will add the program icons.



[3] The Select program folder dialog

Do one of the following.

- Click 'Next' to install the Océ Account Console program icon in the default destination folder. The default destination folder is 'Océ Account Console'.
- Select an existing folder from the list. Click 'Next' to continue.
- Enter a new folder name in the 'Programs folders' field. Click 'Next' to continue.

The 'Start Copying Files' screen appears.

6. Before you click 'Next', check the settings.
   Click 'Next'.
   The setup installs the files in the indicated directory.
7. When the 'Installshield Wizard complete' screen appears, click 'Finish'.

Result

Océ Account Console is available in the list of programs. The program icon is available on the desktop.

Remote access to Océ Account Console

Introduction

Océ Account Console is a web application with a web server included. Océ Account Console does not require Internet Information Services (IIS).

Access Océ Account Console local on the PC or use the Internet browser to connect to Océ Account Console from a workstation on the network.

Note: *Access Océ Account Console from a remote location with Microsoft© Internet Explorer 5.5 SP2 or higher.*

Connect to Océ Account Console from a workstation on the network

1. Enter the following URL in your Internet browser.
   http://host name:8001/
   The host name is the host name of the server where Océ Account Console is installed.
2. The Océ Account Console logon screen appears. (see '*Log on to Océ Account Console*' on page *26*)
   Note: *Access to Océ Account Console is password protected.*

Make the Océ Account Logic application available for use

When to do

Océ Account Logic is installed on the Océ Power Logic controller.

Before the users can use Océ Account Logic to enter the account information for their jobs, make the application and the Account information dialog available.

Before you begin

Before you begin to use Océ Account Logic, you must define the correct settings in the Océ Settings Editor. Océ Power Logic® controller setup

Enable Océ Account Logic

1. Log on as a Key Operator (KO) to the Océ Settings Editor and enter the correct password in the **KO - System - Enabling passwords - Account logging** setting on the Océ Settings Editor
2. Create an 'Account information' dialog in Océ Account Console. (see '*Create a field*' on page *30*)
3. Publish the Account information dialog from Océ Account Console for Océ Account Logic. (see '*Make the Account information dialog available for Océ Account Logic*' on page *52*)
4. Retrieve the new account information dialog from Océ Account Console on the 'Administration' screen of Océ Account Logic. (see '*Retrieve a new account information dialog*' on page *67*)
5. Define the correct account information requirements for the jobs in Océ Account Logic.(see '*Define the account information requirements for the jobs*' on page *68*)
6. Check the check box 'The scanner locks when the scanner panel timeout expires'. This check box enables that the scanner locks automatically after the scanner panel timeout expires.(see '*Océ Power Logic“ controller setup*' on page *14*)

Result

The users can enter the account information for their jobs in Océ Account Logic.

Océ Account Logic is available local on the Océ Power Logic® controller. Use the Internet browser to connect to Océ Account Logic from a workstation on the network.

Remote access to Océ Account Logic

Introduction

Use the Internet browser to connect to Océ Account Logic from a workstation on the network.

Note: *Access Océ Account Logic from a remote location with Microsoft© Internet Explorer 5.5 SP2 or higher.*

Connect to Océ Account Logic from a workstation on the network

1. Enter the following URL in your Internet browser
http://host name of the print system/accountlogic.html
Note: *The host name of the print system is defined in the* ***SA - System - Settings - Océ Power Logic identification - Host name*** *setting on the Océ Settings Editor.*

Result

You can enter the account information for your jobs from your workstation.

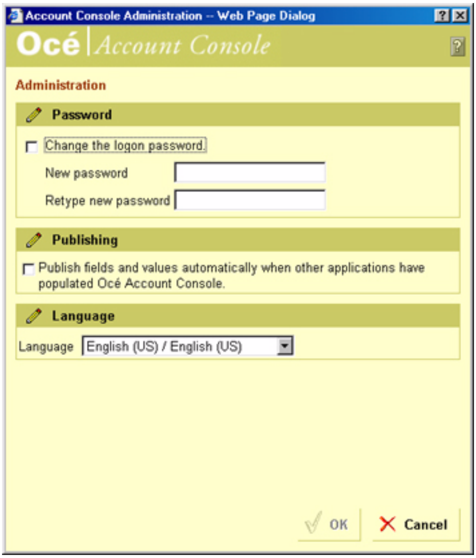
The administrator defines which tabs are available for the remote users of Océ Account Logic. (see '*Define the remote access settings*' on page *70*)

Chapter 4
Océ Account Center for Special users: Administrators

Before you begin

Log on to Océ Account Console

Illustration



[4] The administration window

Access to Océ Account Console is password protected.

Enter the correct password and click 'OK' to access Océ Account Console.

You can change the password in the 'Change the password' section on the 'Administration' window.
Click on the 'Administration' link in the upper right corner of the main window to access the 'Administration' window.

The Change the password section

Field	Function
'Password'	Enter the correct password. **Note:** *The default password is empty.*
'Change the administrator password'	Check this box to change the password then you enter the correct password in the 'Password' field. You are required to enter the password two times.

The Language section

Click the arrow in the 'Language' section to select the needed language.

Log out from Océ Account Console

1. Click on the 'Logout' link in the upper right corner of the main window.
2. Click 'OK'.

How to create the Account information dialog for Océ Account Logic

Introduction

Introduction

Do the following to create the 'Account information' dialog for the Océ Account Logic users.

Create the Account information dialog

1. Create the account fields.
2. Define the order of the account fields.
3. Create valid values for the account fields.
   Note: *Do not use Océ Account Console to create or edit the fields, values or devices in parallel by multiple administrators. Multiple changes at the same time can cause an inconsistent system.*
4. Preview and test the 'Account information' dialog.
5. Make the 'Account information' dialog available for Océ Account Logic.

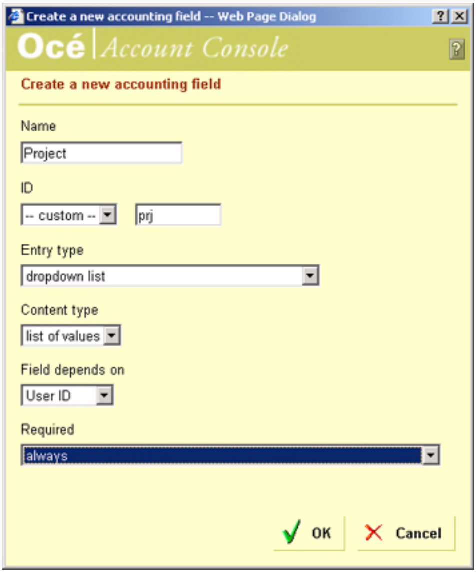
Create a field

When to do

Create the account fields as a first step to create the 'Account information' dialog for the Océ Account Logic and other applications.

Create an account field

1. Click 'Fields' on the 'Account fields' tab.
2. Click the 'Create...' button in the 'Fields' section.
   The 'Create field' window opens.



[5] The Create field window

3. Define the 'Name' of the field.
4. Define the unique identification string ('ID') of the field
   The software uses this 'ID' to identify the field. The IDs are presented as table headers in the exported log files.
   The following types of IDs are available.
   - Defined IDs for User name, User ID, Account ID, and Password.
   - Custom IDs.
     Custom IDs cannot begin with a '_'. The IDs can not contain: Single or double quotes (', "), forward or backward slashes (/, \), plus sign (+), hyphen-minus sign (-), spaces.

5. Define the valid 'Entry type'.
   Select one of the following.
   - 'Text field'
     When you select 'Text field', the users must enter free text or select a value in the 'List of values' list. Use a 'Text field' for example for a user name field.
   - 'Multiline text' field
     When you select 'Multiline text field', the users must enter free text with no character maximum.
     Use a 'Multiline text' field for example for a remarks field.
   - 'Dropdown list'
     When you select 'Dropdown list', the users must select a value from a dropdown list. Use a 'Dropdown list' field for example for a list of project names in a projects field.
   - 'Password'
     When you select 'Password', the users must enter free text. The entered characters are not visible and shown as asterisks.

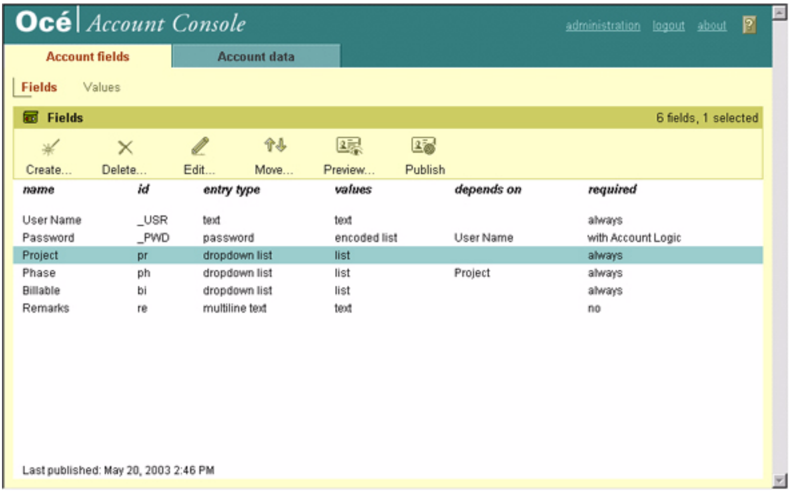
   Note: *When you define 'Dropdown list' or 'Password' as the 'Entry type', define the values in the 'Values' window.*
6. Define the 'Content type' that makes up a correct value for the field.
   This value depends on the value selected in 'Entry type' field.
   When you define 'List of values' for the entry type 'Text field', the users must enter the value 'ID'.
   Only the value IDs you define are valid.
   Note: *When you define 'List of values' as the 'Content type', define the values for the list in 'Values' window.*

7. Define the field where this field subject to in the 'Field depends on' field. For example, the project field can depend on the user ID field.
8. Define the requirements for the field.
   Select one of the following.
   - 'No'
     The users are not required to enter a valid value in this field.
   - 'Always'
     The users are always required to enter a valid value in this field.
   - 'Only when you enter account information with Océ Account Logic'
     The users are not required to enter a valid value in this field when the user sends a job with a print job submission tool or a printer driver.
     When the users enter account information in the Account information dialog on Océ Account Logic, the user is required to enter a valid value.

9. After you define all elements, click 'OK' to save the field.

Result

The new field is saved in the list of account fields



[6] The new field is saved in the list of account fields

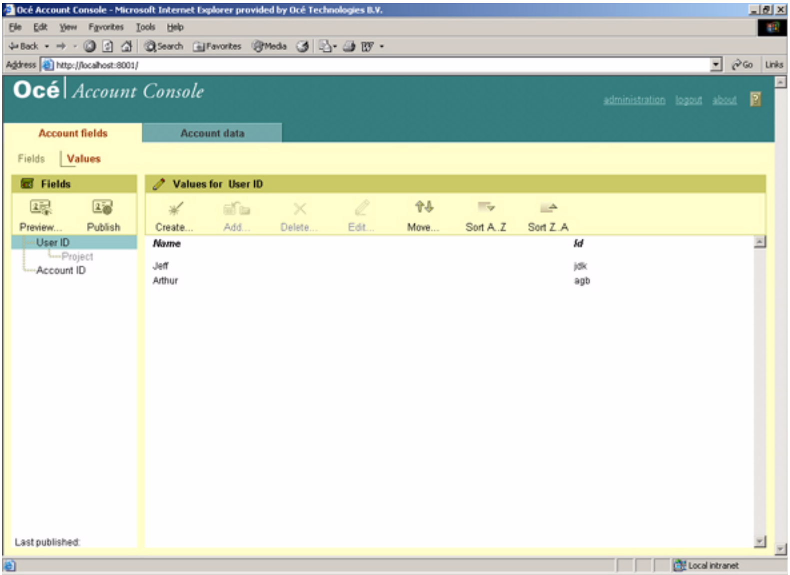
Create new values for the account fields

When to do

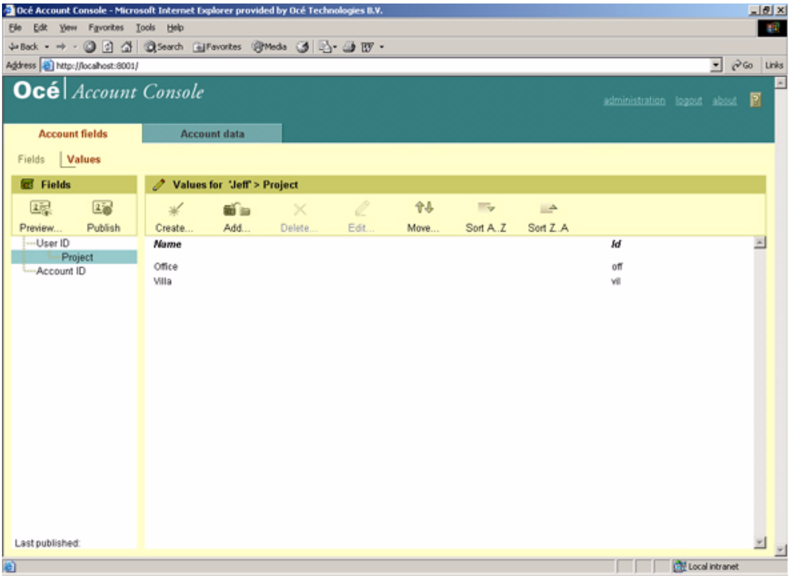
Create the values for the account fields with one or more of the following properties.

- The 'Entry type' of the account field is a 'Dropdown list'
- The 'Entry type' of the account field is a 'Text field' and the 'Content type' is a 'List of values'
- The 'Entry type' of the account field is a 'Password'.

Illustration



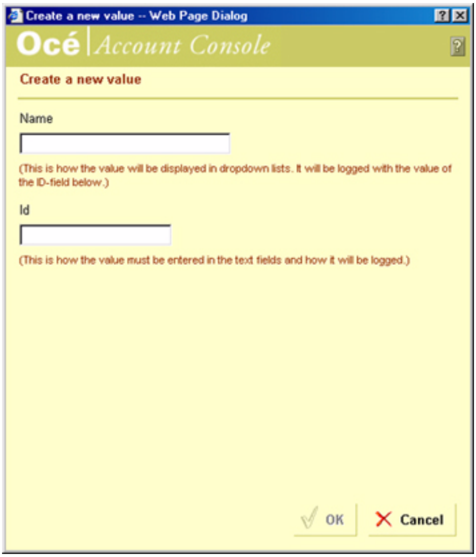
[7] Click the correct parent field. For example, User ID



[8] Click the correct child field lower in the tree. For example, Project.

Create new values for an account field

1. Click 'Values' on the 'Account fields' tab
   A tree structure with all fields that have the properties described above is displayed in the 'Fields' section
2. Click the correct parent field. For example, User ID.
3. Click the value to link a value to in the 'Values' section. For example, Jeff.
4. Click the correct child field lower in the tree. For example, Project.
   The child fields are fields that depend on the parent field. Define where the field depends on in the create or edit a field dialog.
   The full path of the field selected in the tree displays in the 'Values' section.
5. Click the 'Create...' button in the 'Values' section.
   The 'Create value' window opens.

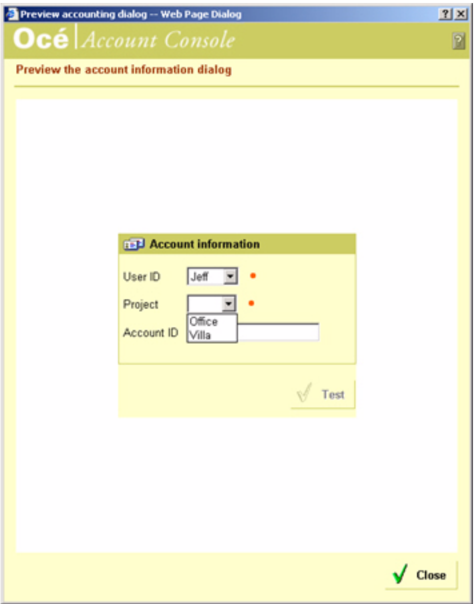


[9] The Create value window

6. Define the 'Name' of the value. For example, Office.
7. Define the unique 'ID' of the value.
   Note: *When you try to add a value with an existing ID, an error message displays.*
8. Click 'OK' to confirm the value.
   The 'Create value' window closes.
9. Do the same operation for additional values. For example, Villa.
10. The 'Values' section shows the list of defined values for the field.

Result

According to the example, the User ID Jeff can select the projects Office and Villa in the 'Account information' dialog.



[10] The User ID Jeff can select the projects Office and Villa

Create new values for an account field with the entry type Password

1. Click 'Values' on the 'Account fields' tab
   A tree structure with all fields that have the described properties is displayed in the 'Fields' section
2. Click the correct parent field. For example, User name.
3. Click the value to link a value to in the 'Values' section. For example, John Smith.
4. Click the child field for the password.
   The full path of the field selected in the tree displays in the 'Values' section.
5. Click the 'Create...' button in the 'Values' section.
   The 'Create a new Password' window opens.
6. Enter the correct 'User name'
7. Enter the required password.
8. Enter the password again to confirm.
9. Click 'OK' to confirm the value.
   The 'Create a new Password' window closes.

Add a value

Purpose

Add the values for the account fields with the following properties.

- The 'Entry type' is 'Dropdown list' and
- The 'Content type' is 'List of values'.

Note: *You cannot add existing values to a field with the entry type 'Password'*

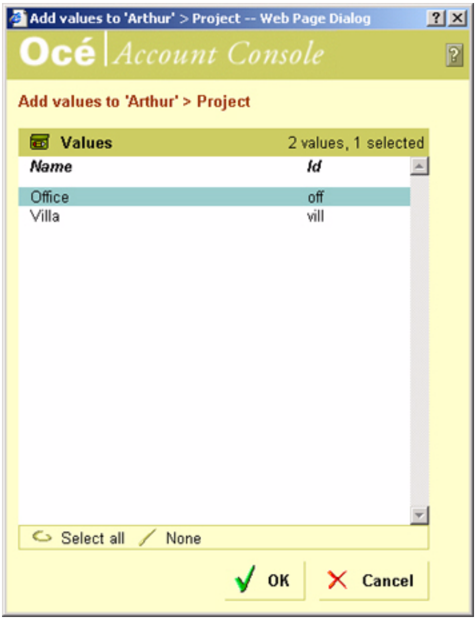
When to do

If the fields depend on the same parent field, you can add the values of the fields to the other child fields.
The 'Add...' function enables the administrator to use the values of a field again in another field. When you use this function, the administrator is not required to create the same values for more than one field that depend on the same field.

For example another User ID, Arthur, has project Bridge as a valid project. You can add the values you created for User ID Jeff to the list of projects for User ID Arthur.

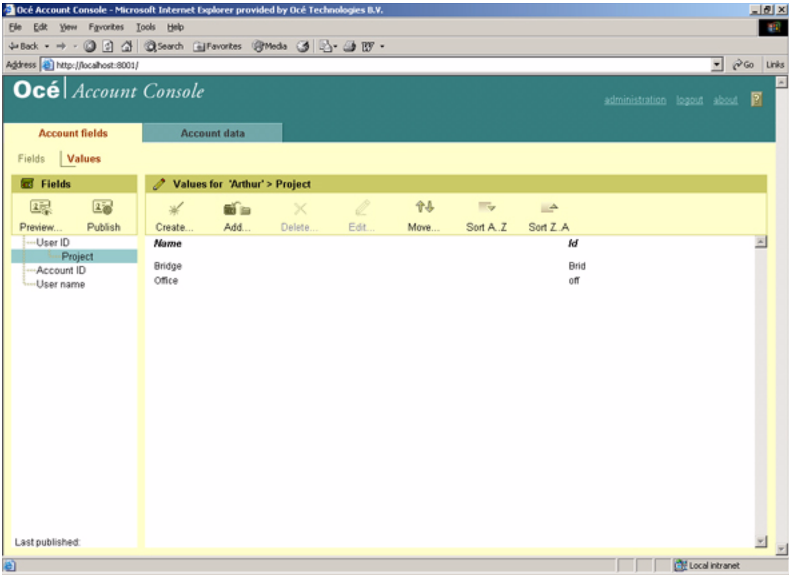
Add existing values to an account field

1. Click 'Values' on the 'Account fields' tab
   A tree structure with all fields that have the described properties is displayed in the 'Fields' section
2. Click the correct parent field. For example, User ID.
3. Click the value to link a value to in the 'Values' section. For example, Arthur.
4. Click the correct child field lower in the tree. For example, Project.
   The full path of the field selected in the tree displays in the 'Values' section.
5. Click the 'Add...' button in the 'Values' section.
   The 'Add value' window opens



[11] The Add value window

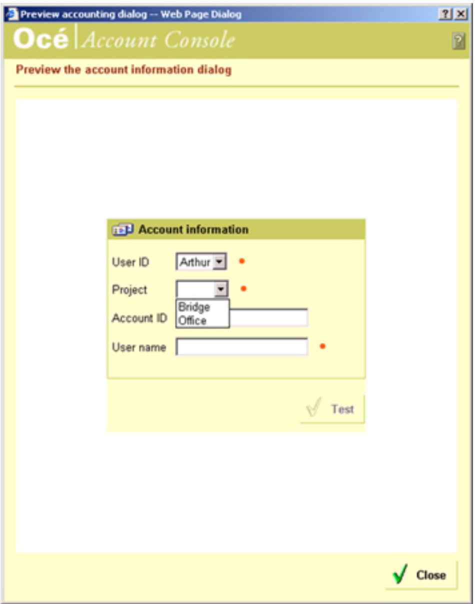
6. Select the values from the list of existing values for the account field. For example, Office.
7. Click 'OK' to confirm.
   The 'Add value' window closes.
8. The 'Values' section shows the list of defined values for the field.



[12] The Values section shows the list of defined values for the field

Result

According to the example, you have added the project Office to the User ID Arthur. The User ID Arthur can now select the projects Bridge and Office in the 'Account information' dialog.



[13] The User ID Arthur can select the projects Bridge and Office

Manage the account fields

Edit a field

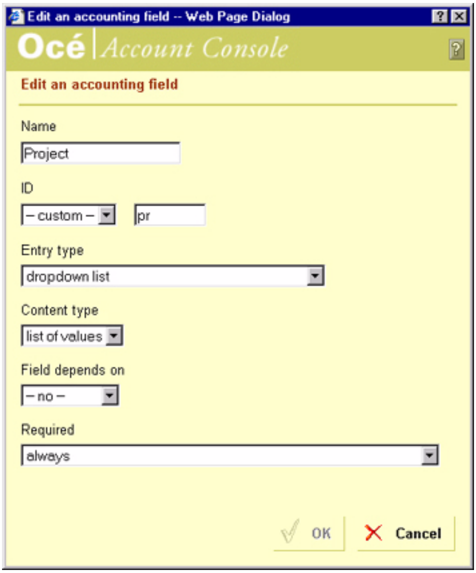
When to do

You can edit the existing account fields to include any changes.

Edit an account field

1. Click 'Fields' on the 'Account fields' tab.
2. Click the 'Edit...' button in the 'Fields' section.

   The 'Edit field' window opens.

   [14] The Edit field window

   You can edit the same fields as in the 'Create field' window.
3. When ready, click 'OK' to save the changes.

Delete account fields

When to do

When existing account fields are no longer in use, you can delete the existing account fields.

Delete account fields

Attention: *This action also deletes all dependent fields.*

1. Click 'Fields' on the 'Account fields' tab.
2. Select the fields to delete.
3. Click the 'Delete' button in the 'Fields' section.
   A confirmation dialog appears.
4. Make sure you selected the correct fields, and click 'OK'.

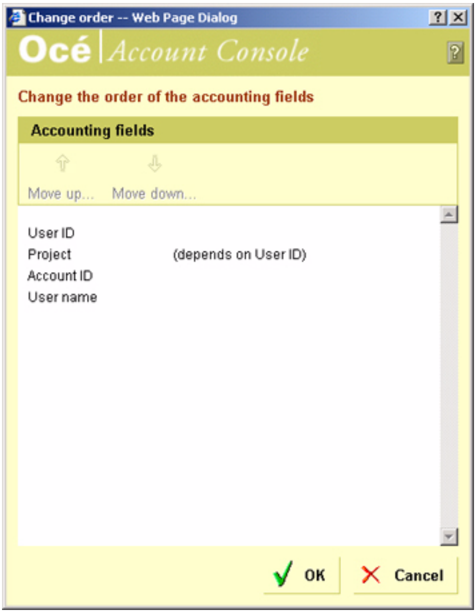
Move

Introduction

You can change the order of the account fields like they appear in the 'Account information' dialog on Océ Account Logic.

Move the account fields

1. Click 'Fields' on the 'Account fields' tab
2. Click the 'Move...' button on the 'Fields' section.
   The 'Move fields' window opens.



[15] The Move fields window

3. Select the account field to move.
4. Use the 'Move up' button to move the field up or,
   use the 'Move down' button to move the field down.
5. Click 'OK' to confirm.
   The 'Move fields' window closes.

Note: *You cannot move a depending field above the parent.*

Manage the values for the account fields

Edit a value

When to do

You can edit the existing values to include any changes.

Edit a value

1. Click 'Values' on the 'Account fields' tab
   A tree structure with all fields that have the entry type 'Dropdown list' or the content type 'List of values' is displayed in the 'Fields' section.
2. Click the correct parent field in the tree.
3. Click a value of the parent field in the 'Values' section.
4. Click the required child field lower in the tree.
   The full path of the field selected in the tree displays in the 'Values' section. The 'Values' section shows the list of defined values for the field.
5. Select the field to edit in the 'Values' section.
6. Click the 'Edit...' button in the 'Values' section.
   The 'Edit value' window opens.
7. Edit the 'Name' of the value.
8. Edit the unique 'ID' of the value.
9. Click 'OK' to confirm the value.
10. The 'Edit value' window closes.

Edit values for an account field with the Entry type Password

1. Click 'Values' on the 'Account fields' tab
   A tree structure with all fields that have the described properties is displayed in the 'Fields' section
2. Click the correct parent field in the tree.
3. Click the child fields lower in the tree until you reach the required field.
   The full path of the field selected in the tree displays in the 'Values' section. The 'Values' section shows the list of defined values for the field.
4. Select the field with the entry type 'Password' to edit in the 'Values' section.
5. Click the 'Edit...' button in the 'Values' section.
   The 'Edit a password' window opens.
6. Enter the correct 'User name'.
7. Enter the required password.
8. Enter the password again to confirm
9. Click 'OK' to confirm the value.
10. The 'Edit a password' window closes.

Delete values

When to do

When a value is no longer in use, you can delete the existing values.

Delete the values of an account field

1. Click 'Values' on the 'Account fields' tab.
   A tree structure with all fields that have the entry type 'Dropdown list' or the content type 'List of values' is displayed in the 'Fields' section.
2. Click the correct parent field in the tree.
3. If relevant, click the child fields lower in the tree until you reach the required field.
   The full path of the field selected in the tree displays in the 'Values' section.
   The 'Values' section shows the list of defined values for the field.
4. Select the fields to delete in the 'Values' section.
5. Click the 'Delete' button in the 'Values' section.
   A confirmation dialog appears.
6. Make sure you selected the correct fields, and click 'OK'.

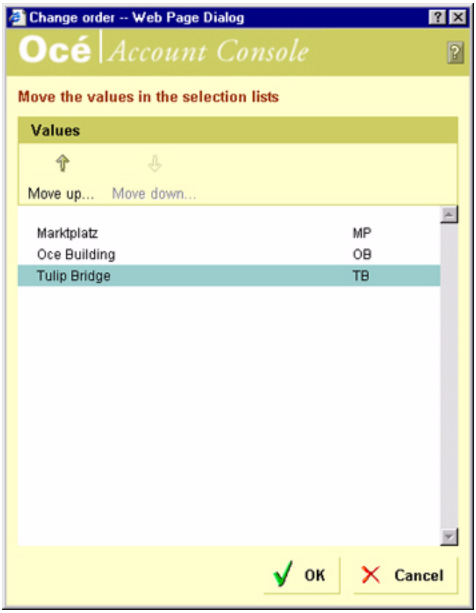
Change the order of the values

Introduction

You can change the order of the values in the list for an account field like they appear in the 'Account information' dialog on Océ Account Logic.

Move a value

1. Click 'Values' on the 'Account fields' tab.
   A tree structure with all fields that have the described properties is displayed in the 'Fields' section.
2. Click the correct parent field most in the tree.
3. If relevant, click the child field lower in the tree until you reach the required field.
   The full path of the field selected in the tree displays in the 'Values' section.
4. Click the 'Move...' button in the 'Values' section.
5. The 'Move values' window opens.



[16] The Move values window

6. Select the value to move.
7. Use the 'Move up' button to move the value up or,
   use the 'Move down' button to move the value down.
8. Click 'OK' to confirm.
   The 'Move values' window closes

Sort the values

1. Click 'Values' on the 'Account fields' tab.
   A tree structure with all fields that have the described properties is displayed in the 'Fields' section.
2. Click the correct parent field most in the tree.
3. If relevant, click the child field lower in the tree until you reach the required field.
   The full path of the field selected in the tree displays in the 'Values' section.
4. Click the 'Sort A..Z' button to sort the values in an ascending alphabetical order.
   Click the 'Sort Z..A' button to sort the values in a descending alphabetical order.

Use Account information fields from third party applications

Publish fields from third party applications

Introduction

You can use fields and values from defined third party applications. You can set Océ Account Console to publish these fields and values automatically for Océ Account Logic.

Please contact your local Océ organisation for more information about fields and values from third party applications.

Definition

Use fields and values from third party applications

From defined third party accounting applications you can publish fields for the account dialog to Océ Account Console.
Select 'Publish fields and values automatically when other applications have populated Océ Account Console' to publish the fields for Océ Account Logic without administrator action.

When you do not select this check box, use the 'Publish' button on the main window to publish the fields for Océ Account Logic.

After you publish the fields, retrieve the new account information structure in Océ Account Logic to make the dialog available to the users.

Make the Account information dialog available in Océ Account Logic

Preview

When to do

You can preview and test the 'Account information' dialog.

Before you make the 'Account information' dialog available for Océ Account Logic , test the dialog to see if all fields have valid values.

Preview the Account information dialog

1. Use the 'Preview...' button to open the 'Preview' window.
   The 'Preview' window opens and shows the 'Account information' dialog like it will display on Océ Account Logic.

[17] An example of the Preview window

2. Enter the required information in the fields.

   Note: *The users must enter a value 'ID' in the following condition.*

   - The 'Entry type' is a 'Text field', and
   - The 'Content type' is a 'List of values'.
     Only the value IDs the administrator defines are valid.

3. Click the 'Test' button.

   The following can occur.

   - When you have filled all fields with correct values, a dialog displays with 'OK!'
   - When the 'Account information' dialog has fields with values that are not correct, a dialog displays with the first field that has a wrong value.

   Note: *The field 'User name' requires the user to enter the field ID defined by the administrator in the following condition.*

   - The 'Entry type' is a 'Text field', and
   - The 'Content type' is a 'List of values'.

Make the Account information dialog available for Océ Account Logic

When to do

After you use the preview to make sure that the fields have valid values, you can make the 'Account information' dialog available in Océ Account Logic. The following two actions are required to make the 'Account information' dialog available in Océ Account Logic.

- Publish the 'Account information' dialog from Océ Account Console
- Retrieve the 'Account information' dialog on the 'Administration' screen of Océ Account logic.

Note: *You can make the account information dialog automatically available with the 'Update dialog' task (see* *'Update the account information dialog' on page 54**).*

Make the Account information dialog available for Océ Account Logic

1. Use the 'Publish' button to publish the 'Account information' dialog.
   The 'Publish' button is available in the following locations on the 'Account fields' tab.
   - The 'Fields' section on the 'Structure' screen.
   - The 'Values' section on the 'Values' screen.
2. A confirmation dialog appears.
   Click 'OK' to publish the 'Account information' dialog.
3. To make the 'Account information' dialog available to the Océ Account Logic users, retrieve the dialog in Océ Account Logic like described below.

Retrieve a new account information structure

1. Click on the administration link in the upper right corner of the main window of Océ Account Logic.
   A logon screen appears.
   Note: *Access to the administration window is limited to the administrator*

2. Log on as administrator.
3. Enter the host name of the system where 'Océ Account Console' is installed in the 'Océ Account Console' field.
4. Enter the port number for the communication with the system where 'Océ Account Console' is installed in the 'Océ Account Console' field.
   Note: *The default port number is 8001.*
5. Click the 'Retrieve' button, to retrieve the new account dialog from Océ Account Console.
6. When ready, click 'OK'.

Result

A dialog box tells you if the retrieval was successful. The 'Account information' dialog now contains the fields defined in Océ Account Console

If the retrieval was not successful, make sure that the server that runs Océ Account Console is available.

If the retrieval was successful, click 'OK' to close the administration window.

Update the account information dialog

Introduction

After you add a device, a 'Retrieve log data' and an 'Update dialog' task appears in the task tab.

Use one of the two following methods to retrieve the account data from a device.
- 'Manual'
- 'Scheduled'.

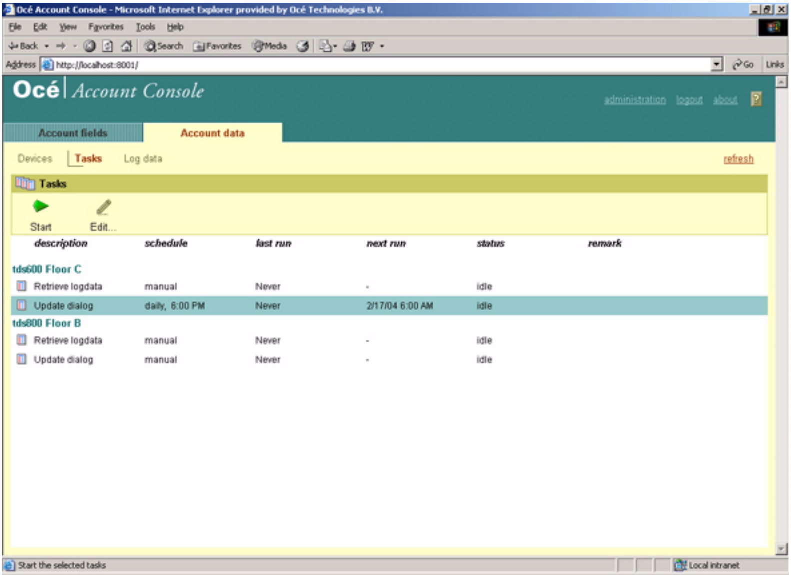
Before you begin

Create a list of devices.

Use the 'Create a device' window or the 'Edit device' window to define one of the following.
- Update the account dialog manually
  Use the procedure described below to retrieve the account data.
- Update the account dialog automatically according to a schedule.

Manually update the account dialog on a device

1. Click 'Tasks' on 'Account data' tab.
2. Select the 'Update dialog' of the device of which you want to update the account dialog.



[18] Select the devices of which you require the account data.

3. Click the 'Start' button in the 'Tasks' section.
   The account dialog is updated on the device.
4. Click the 'Refresh' link and check the 'Status' of the task. The 'Status' may not change immediately. Click the 'Refresh' link again to watch the status.

Result

When you select 'Start' or 'Refresh', Océ Account Console displays one of the following states.

- 'Idle'.
  The task is not active. When the status is 'Idle' and the 'Last run' field displays a date, the task completed with success.
- 'Error'.
  The task completed without succes. The remark field displays the reason.
- 'Queued'.
  The task is active in a minute.
- 'Running'.
  The task is active.

Edit the settings of the update dialog task

1. Click 'Tasks' on the 'Account data' tab.
2. Select the task of which you want to change the settings.
3. Click the 'Edit...' button in the 'Tasks' section.
4. Use the radio buttons to define the workflow to update the account dialog. Select one of the following.
   - 'Manual'
     When you select 'Manual', use the 'Start' button in the 'Tasks' section to update the account dialog on the device.
   - 'Scheduled'
     When you select 'Scheduled', the system automatically updates the account dialog on the device at the defined interval and time.

   Use the drop down lists to define the following.
   - The interval when the retrieval occurs
     When you select 'Every week', you must select the correct 'Day'.
   - The time of the day when the account data is retrieved.
5. After you define all elements, click 'OK'.

Result

When you select 'Scheduled', the system automatically updates the account dialog on the device at the defined interval and time.

Create and manage the devices

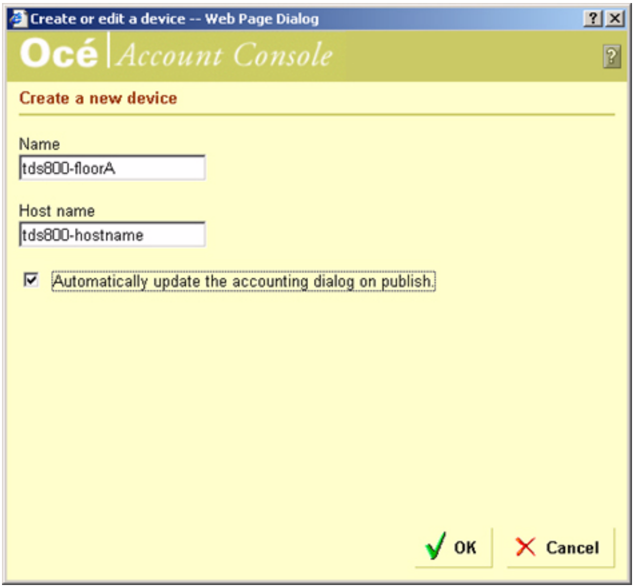
Create a new device

Purpose

When the users enter account information for the jobs done on the devices, you can use Océ Account Console to retrieve the account data.
Before you can retrieve the account data, create a list of devices. You can only retrieve the account data from a device when the device is present in the list..
When you set the 'Auto update' option, Océ Account Console updates the account dialog remote when you click 'Publish'

Add a device to the list

1. Click 'Devices' on the 'Account data' tab.
2. Click the 'Create...' button in the 'Devices' section.
3. The 'Create a new device' window opens.



[19] The Create a new device window

Enter the following.

- The 'Name' of the device
- The 'Host name' of the device on the TCP/IP network as defined in the Océ Settings Editor.
- The 'Auto update' option of the device.

4. After you define all elements, click 'OK'.

Edit a device

Purpose

You can edit an existing device when,

- the 'Name' of the device changes,
- the 'Host name' of the device changes, or
- the 'Auto update' option changes.

Edit an existing device

1. Click 'Devices' on the 'Account data' tab.
2. Select the device of which you want to edit the settings.
3. Click the 'Edit...' button in the 'Devices' section.
4. The 'Edit devices' window opens
   You can edit the following
   - The 'Name' of the device
   - The 'Host name' of the device on the TCP/IP network.
   - The 'Auto update' option of the device.
5. After you define all elements, click 'OK'.

Delete devices from the list

When to do

When account data are not required from some devices, you can delete the devices from the list.

Before you begin

When you delete a device, the system also deletes all the retrieved log files of that device. Before you delete a device, make sure you export the log files.

Delete devices

1. Click 'Devices' on the 'Account data' tab.
2. Select the devices to delete.
3. Click the 'Delete' button in the 'Devices' section.
   A confirmation dialog appears.
4. Make sure you selected the correct devices, and click 'OK'.

Upgrade a device

Purpose

Use the upgrade option to install the newest version of Océ Account Logic on a device.

Note: *The device stops during the installation. If an error occurs, Océ Account Console displays a message. Read the message carefully and follow the instructions. Océ Account Console asks you to restart the Océ Power Logic® controller, at the end of the installation .*

How to

1. Click the 'Upgrade' button.
   The 'Upgrade Océ Account Logic' window opens.
2. Click the 'Yes, continue' button.
3. Click the 'Next' button to continue.
   Océ Account Console installs Océ Account Logic on the device and the device restarts.

Result

The newest version of Océ Account Logic is available on the device.

Retrieve the account data

Retrieve account data from a device

Introduction

After you add a device, a 'Retrieve log data' and an 'Update dialog' task appears in the task tab.

Use one of the two following methods to retrieve the account data from a device.

- 'Manual'
- 'Scheduled'.

Before you begin

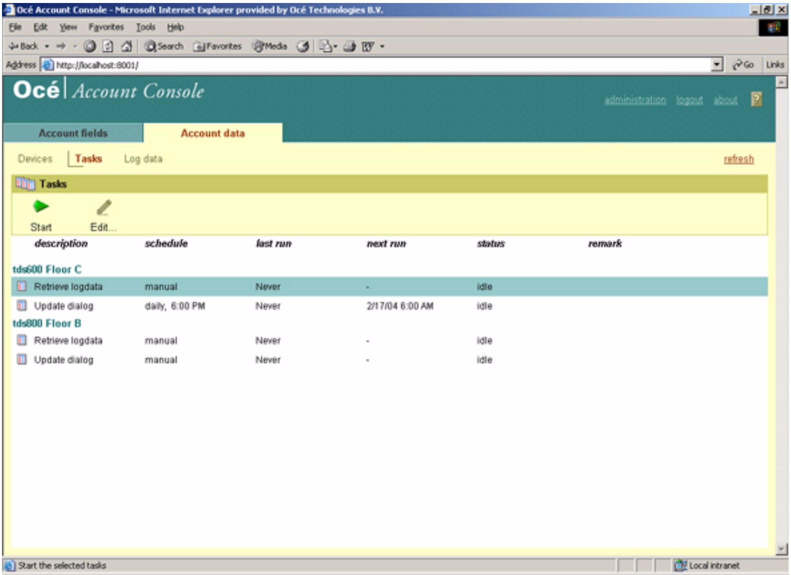
Make sure that the devices are turned on and that you created a list of devices.

Use the 'Create a device' window or the 'Edit device' window to define one of the following.

- Retrieve the account data manually
  Use the procedure described below to retrieve the account data.
- Retrieve the account data automatically according to a schedule.

Manually retrieve the account data from a device

1. Click 'Tasks' on 'Account data' tab.
2. Select the'Retrieve log data' task of the device of which you require the account data.



[20] Select the devices of which you require the account data.

3. Click the 'Start' button in the 'Tasks' section.
   The log files are retrieved from the device.
4. Click the 'Refresh' link and check the 'Status' of the task. The 'Status' may not change immediately. Click the   'Refresh' link again to watch the status.

Note: *When many log files are retrieved from the device, not all log files become immediately visible on the screen. Click the 'Refresh' link again to watch over the status.*

Automatically retrieve the account data at the defined interval and time.

1. Click 'Tasks' on 'Account data' tab.
2. Select the device of which you need to retrieve the account data automatically.
3. Click the 'Edit...' button in the 'Tasks' section.
   The 'Edit device' window appears.
4. Use the radio buttons to define the workflow to retrieve the account data.
   Select one of the following.
   - 'Manual'
     When you select 'Manual', use the 'Start' button in the 'Tasks' section to retrieve the logs.
   - 'Scheduled'
     When you select 'Scheduled', the system automatically retrieves the account data at the defined interval and time.

   Use the drop down lists to define the following.
   - The interval when the retrieval occurs
     When you select 'Every week', you must select the correct 'Day'.
   - The time of the day when the account data is retrieved.

   Note: *The Océ Power Logic® controller deletes the log files after a maximum of 7 days. Make sure you retrieve the log files from the controller before the controller deletes the log files. Define the number of days after which the Océ Power Logic® controller deletes the log files in the setting Path:* ***KO - System - Logging - File age*** *in the Océ Settings Editor.*

Result

When you select 'Scheduled', the system automatically retrieves the log data at the defined interval and time.

Administer Océ Account Logic

The Administration window

Definition

Introduction

The 'Administration' window on Océ Account Logic enables the administrator to do the following.

- Retrieve a new account information structure from Océ Account Console
- Define the account information requirements for the jobs
- Define the remote access settings
- Define the workflow for the print jobs with only the user ID and the account ID defined as account information

The logon window

Introduction

Access to the 'Administration' window is limited to the administrator. When you click on the 'Administration' link in the upper right corner of the main window, a logon window appears.

After you enter the correct password, click the 'OK' button to open the 'Administration' window. Click the 'Cancel' button to return to the main window.

[21] The logon window

The Change the password section

Field	Function
'Password'	Enter the correct password. **Note:** *The default password is empty.*
'Change the administrator password'	Check this box to change the password then you enter the correct password in the 'Password' field. You are required to enter the password two times.

Retrieve a new account information dialog

Introduction

The administrator defines the 'Account information' dialog in Océ Account Console. Use the following procedure to retrieve the 'Account information' dialog published in Océ Account Console.

Retrieve a new account information structure

1. Click on the administration link in the upper right corner of the main window of Océ Account Logic.
   A logon screen appears.
   Note: *Access to the administration window is limited to the administrator*
2. Log on as administrator.
3. Enter the host name of the system where 'Océ Account Console' is installed in the 'Océ Account Console' field.
4. Enter the port number for the communication with the system where 'Océ Account Console' is installed in the 'Océ Account Console' field.
   Note: *The default port number is 8001.*
5. Click the 'Retrieve' button, to retrieve the new account dialog from Océ Account Console.
6. When ready, click 'OK'.

Result

A dialog box tells you if the retrieval was successful. The 'Account information' dialog now contains the fields defined in Océ Account Console

If the retrieval was not successful, make sure that the server that runs Océ Account Console is available.

If the retrieval was successful, click 'OK' to close the administration window.

Define the account information requirements for the jobs

Purpose

Define the following.

- 'Entering account information is required'
  The jobs are only valid when the required account information is entered.
  The user can unlock the scanner after the required account information is entered for the copy jobs and scan-to-file jobs.
  The print jobs that do not have valid account information remain in the inbox until the user enters the valid account information.
- 'Entering account information is optional'
  The user is not required to enter account information.
  Check the check box to enable the 'Account information' dialog.
- 'Entering account information is not allowed'.
  The 'Account information' dialog is not available for the users.
- 'The scanner locks when the scanner panel timeout expires'
  The scanner locks automatically after scanner panel timeout expires. The user is required to unlock the scanner for the copy jobs and scan-to-file jobs.
  Define the scanner panel timeout in the Océ Settings Editor (Path: **KO - Scanner - Settings - Timers - Panel timeout**).
- 'The scanner always locks when switched on'
  The scanner locks automatically after the scanner is switched on. The user is required to unlock the scanner for the copy jobs and scan-to-file jobs.

Note: *Océ advises you to set the panel timeout to the minimum value (30 seconds).*

Define the account information requirements for the jobs

1. Click on the administration link in the upper right corner of the main window.
   A logon window appears.
   Note: *Access to the administration window is limited to the administrator.*

2. Log on as administrator.
3. Use the radio buttons in the 'Copy jobs and scan-to-file jobs' field to define the account information requirements for the jobs done on the scanner.
   'The scanner locks when the scanner panel timeout expires' and the 'The scanner always locks when switched on' settings are check boxes. You can enable this settings with any requirement for the jobs done on the scanner.
4. Use the radio buttons in the 'Print jobs from the inbox' field to define the account information requirements for the print jobs in the inbox.
5. Use the radio buttons in the 'Print jobs from the history queue' field to define the account information requirements for the print jobs in the history queue.
6. When ready, click 'OK'.

Define the remote access settings

Purpose

Define which tabs are available for remote users of Océ Account Logic.

Note: *Use Microsoft© Internet Explorer 5.5 SP2 or higher to access Océ Account Logic from a remote workstation.*

Define the tabs which are available on remote browsers

1. Click on the administration link in the upper right corner of the main window.
   A logon window appears.
   Note: *Access to the administration window is limited to the administrator.*
2. Log on as administrator.
3. Use the radio buttons in the 'Remote access' field to define which tabs are available on remote browsers.
   Select one of the following.
   - The tab 'Copy & File' is available on remote browsers
   - The tab 'Print' is available on remote browsers.
4. When ready, click 'OK'.

Print jobs with only the user ID and the account ID defined as account information

Introduction

A number of applications can send the account information in a separate job or inside the print job. The device needs to know where to look for the accounting data to validate the job.

When to do

When you use basic account logging, only the account ID and the user ID are defined as account information fields.
When you use basic account logging, some applications, like printer drivers, can send the account information within the print job.
When you use basic account logging, this field allows you to define where the device validates the account information.

Define the workflow

1. Click on the administration link in the upper right corner of the main window.
   A logon window appears.
   Note: *Access to the administration window is limited to the administrator.*
2. Log on as administrator.
3. Use the check boxes in the 'Print jobs with only the user ID and the account ID defined as account information' field to define the workflow.
   Select the following.
   - Validate the account information inside the print job
   - Validate the account information inside a separate account job.
     Only disable the 'Validate the account information inside a separate account job' check box when your network does not contain applications that send the account information in a separate job.
4. When ready, click 'OK'.

Chapter 5
Océ Account Center for users

Enter account information for the print jobs

Print jobs

Enter account information for the print jobs

Enter the account information in one of the following locations.

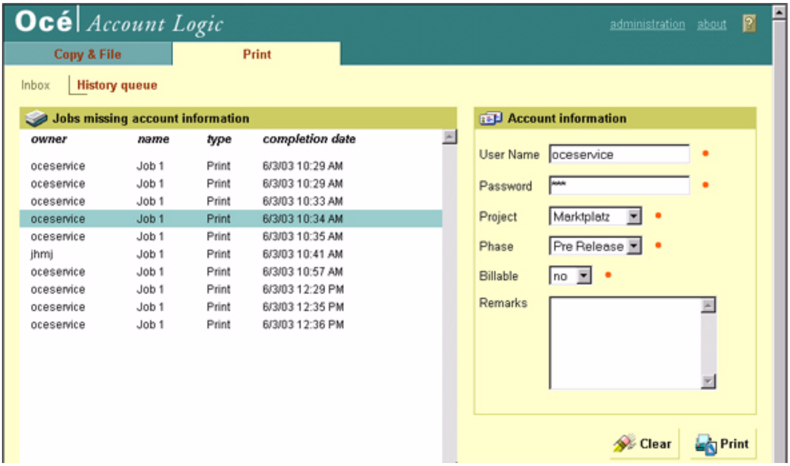
Where	When	How
The print job submission software	When only the account ID and the user ID are defined as account information fields.	Refer to the documentation for the separate applications.
A third party account information dialog	When you maintain the account information in a third party system.	Refer to the documentation for the third party applications.
The 'Inbox' tab on Océ Account Logic	When there are jobs in the inbox queue, that do not have valid account information	(see '*The print tab*' on page *75*) How to manage without valid account information
The 'History' queue tab on Océ Account Logic	To print jobs from the history queue.	(see '*The print tab*' on page *75*) How to manage without valid account information

The print tab

Definition

The 'History queue' on the print tab contains a list with all the printed jobs. To print a job again, you need to enter new account information. Enter the valid account information for the print jobs in the 'Account information' dialog.

Illustration



[22] The print tab

The jobs missing account information section

The 'Jobs missing account information' section displays the jobs in the inbox or history queue that do not have valid account information.

The 'Jobs missing account information' section displays the following information.

- The name of the user who sent the job
- The name of the job
- The type of job (a copy job or a print job)
- The date when the job was last printed ('History'queue) or was sent ('Inbox' queue).

The application refreshes the list of jobs that do not have account information automatically.

Overview of the Account information dialog

Enter the account information for your print jobs in the 'Account information' dialog.

A red dot indicates a required field.

The content of the 'Account information' dialog depends on the account information requirements defined by the administrator.
When the administrator has defined that it is optional to enter account information, a check box is displayed.
When the check box is not checked, only the 'Print' button is available.
When the check box is checked, the 'Account information' dialog is available.
When the administrator has defined that it is always required to enter account information, the check box is not visible.

The print tab has the following two screens.

- 'Inbox'
  This section displays the jobs in the inbox on the Océ Queue Manager which do not have valid account information.
- 'History'.
  This section displays the jobs in the history queue on the Océ Queue Manager which do not have valid account information.

The types of fields in the Account information dialog

The 'Account information' dialog can have the following types of fields.

- 'Text' field
  Enter free text with no character maximum.
  The administrator can have defined the required values.
- 'Multiline text' field
  Enter free text with no character maximum.
  Use 'Multiline text' field, for example, for a remarks field.
- 'Dropdown list'
  Select a value from a dropdown list
- 'Password'
  Enter free text. The entered characters are not visible and shown as asterisks.

Note: *A red dot indicates a required field. The field User name requires the user to enter the field ID defined by the administrator.*

Manage the print jobs that do not have valid account information

1. On the 'Print' tab, click 'Inbox' or 'History' queue. (see '*The print tab*' on page *75*).
2. Select a job in the list wit the jobs missing valid account information.
3. Enter the correct account information in the 'Account information' dialog.
   Note: *A red dot indicates a required field.*
4. Click 'Print' to send the job to the print queue.

Enter account information for the copy jobs and the scan-to-file jobs

Account information dialog

Definition

Enter the account information for your copy jobs or scan-to-file jobs in the 'Account information' dialog.

Content

A red dot indicates a required field.

The content of the 'Account information' dialog depends on the account information requirements defined by the administrator.

When the administrator has defined that it is not allowed to enter account information, only the 'Lock scanner' and 'Unlock scanner' buttons are available.

When the administrator has defined that it is optional to enter account information, a check box is displayed.
When the check box is not checked, only the 'Lock scanner' and 'Unlock scanner' buttons are available.
When the check box is checked, the 'Account information' dialog is available.

When the administrator has defined that it is always required to enter account information, the check box is not visible.

Copy jobs or scan-to-file jobs

Introduction

Enter the account information for your copy jobs or scan-to-file jobs in the 'Account information' dialog on the 'Copy & File' tab of Océ Account Logic.

Enter account information for the copy jobs or scan-to-file jobs jobs

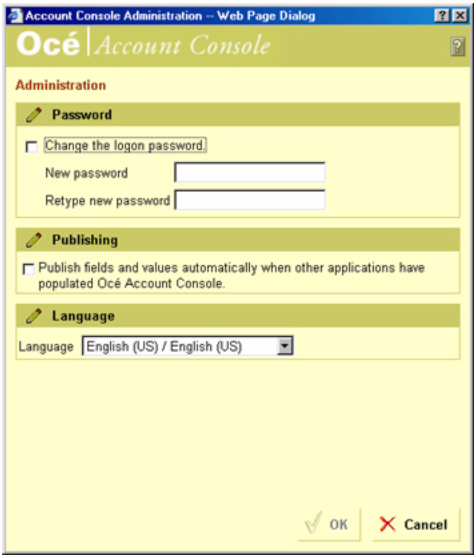
1. Enter the account information in the fields of the 'Account information' dialog.
   Account information dialog
2. Click the 'Unlock scanner' button.
3. The scanner is ready for use.

Chapter 6
Océ Account Center for Special users: bookkeepers

Before you begin

Log on to Océ Account Console

Illustration



[23] The administration window

Access to Océ Account Console is password protected.

Enter the correct password and click 'OK' to access Océ Account Console.

You can change the password in the 'Change the password' section on the 'Administration' window.
Click on the 'Administration' link in the upper right corner of the main window to access the 'Administration' window.

The Change the password section

Field	Function
'Password'	Enter the correct password. **Note:** *The default password is empty.*
'Change the administrator password'	Check this box to change the password then you enter the correct password in the 'Password' field. You are required to enter the password two times.

The Language section

Click the arrow in the 'Language' section to select the needed language.

Log out from Océ Account Console

1. Click on the 'Logout' link in the upper right corner of the main window.
2. Click 'OK'.

Export the account data

Export a log

Purpose

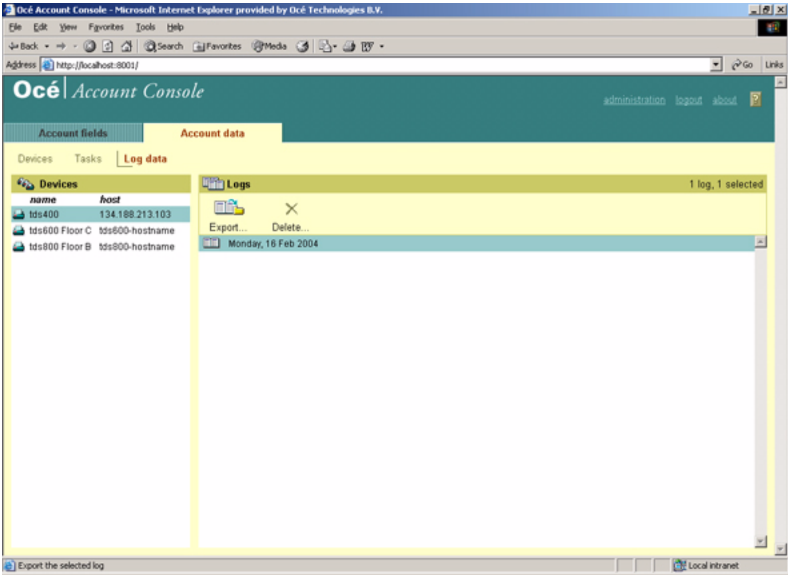
Save the log files to a local destination or any destination on the network.

Before you begin

- The Administrator must do the following.
- Create a device
- Retrieve the account data from the device.

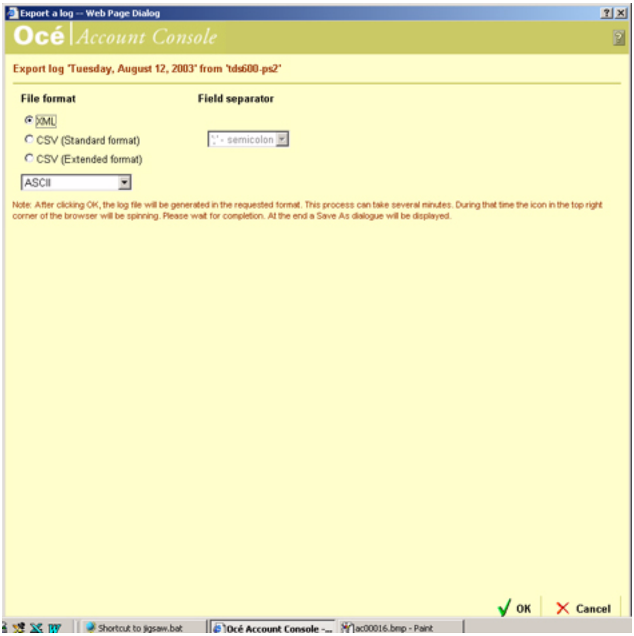
Download the log files

1. Click 'Log data' on the 'Account data' tab.
   A list with all the devices defined in Océ Account Console is displayed in the 'Devices' section.
2. Select one device in the list of devices
   A list with all the log files retrieved from the selected device is displayed in the 'Logs' section.
3. Select a log file.



[24] Select a log file

4. Click the 'Export...' button in the 'Logs' section.
5. The 'Export log' window opens.



[25] The Export log window

6. Define the format of the file.
   Select one of the following.
   - 'XML' (Extensible Markup Language).
   - 'CSV (standard format)'(comma separated values)
     You can see only the standard fields of the Océ Power Logic controller account logging, in the log file.
     The User ID (_UID) and Account ID (_AID) validated in Océ Account Logic replaces the User ID and Account ID in the standard log file on the Océ Power Logic controller.
   - 'CSV (Extended format)'(comma separated values)
     You can see the standard fields of the Océ Power Logic controller account logging, in the log file.
     You can see also all the additional fields defined in Océ Account Logic, like _UID and _AID, in the log file.

7. When you select 'CSV', select the 'Field separator'.
   The 'Field separator' is used between the data fields in the log files.
8. Select the needed encoding and click 'OK'
   A 'Save' window appears.
9. Browse and select a destination for the log file.
10. Click 'Save'.

Description of the fields in the account log file

Introduction

This section describes the standard fields available in the log files from Océ Account Console.
The standard fields are available in all log files from Océ Account Console.
The extended format CSV file format and the XML file format can also contain the additional fields defined in Océ Account Console.

Structure of the CSV standard format log file

When you select 'Standard format', you can only see the standard fields for the Océ Power Logic controller account logging in the log file.
The User ID (_UID) and Account ID (_AID) validated in Océ Account Logic replaces the User ID and Account ID in the standard log file on the Océ Power Logic controller

The standard log file is a normal CSV file that you can use in a spreadsheet application. The first line contains the titles of columns that match to the names of the fields.

Each line of text is a record. An account log record (1 line) is generated for each output page. A job that has several pages of output will have a similar number of account log records.

All records that are part of a single job will have the same value for the 'Job Unique ID' field. The 'Job Unique ID' field is part of each record and is unique for each job in the file. Use the 'Job Unique ID' field to collect records that are part of a single job and to calculate the totals for the whole job.

The first field in each record is a 4-digit number in ASCII, which identifies the record type. The fields in a record have a fixed order determined by the record type. The first two digits of the record type identify the product. Description of the parameters in the standard account log file.

The records include a sequence of fields separated by a field separator character.
The fields contain alphanumeric text, semicolons and end-of-lines. When a device does not support a function, or a function was not used for the job, the field remains empty.

Description of the parameters in the standard account log file

The table below describes the fields in the standard CSV account log file.

Parameter	Type	Length (max)	Description
Record type	num	4	Each account log file starts with a record of type 6310. This is a fixed record which only contains the abbreviated field names used in records of the type. Record type identifiers for the different Océ systems. ■ 6111 for the Océ TDS800 ■ 6211 for the Océ TDS600 ■ 6311 for the Océ TDS400 ■ 6411 for the Océ TCS400.
Account ID (AccID)	text	255	Account ID. Escaped according to escaping rules. When the Account ID is not available, this field is empty. **Note:** *The 9-digit numeric 'AccountID' is converted to a textual representation without any prefix. For OJT tickets the textual representation is set to the 'AccountID' field in the ticket.*
User ID (UserID)	text	255	ID of the user who sent the job. Escaped according to escaping rules. When the User ID is not available, this field is empty. **Note:** *The 9-digit numeric 'UserID' is converted to a textual representation without any prefix. For OJT tickets the textual representation is set to the 'UserID' field in the ticket.*

Parameter	Type	Length (max)	Description
Job ID (JobID)	text	255	ID of job (for example, the job name) as indicated in a job ticket. Escaped according to escaping rules. When the User ID is not available, this field is empty. **Note:** *For OJT tickets the textual representation is set to the 'JobName' field in the ticket.*
Machine ID (MachID)	text	255	Unique ID for the system. **Note:** *When you have a configuration with a printer, the Machine ID is the serial number of the printer. When you have a scanner only configuration, the Machine ID is the serial number of the scanner.*
Record version (Version)	num	2	Version number of the record. Starts at 0. Records are numbered from the first layer of the first input page to the last layer of the last input page of the job
Job Unique ID (JobUID)	num	8	Unique job ID, generated by the controller. The Job Unique ID is unique for each job in the log file.
Record number (RecNr)	num	6	Sequence number of this record in the account log for this job. Starts at 0.
Job submission source (JobSrc)	text	255	Host name or IP address of the source of the job. When the source of the job submission is not available, leave the field empty.
Channel type (ChnType)	text	N/A	The Protocol used for the job submission. Includes LPD, SMB, PSERVER, FTP, CENTRONICS.
Receive date year (RcvY)	num	4	The year when the source page was received.
Receive date month (M)	num	2	The month when the source page was received.

Parameter	Type	Length (max)	Description
Receive date day (D)	num	2	The day of the month when the source page was received.
Receive time hours (h)	num	2	The hour when the source page was received.
Receive time minutes (m)	num	2	The minute when the source page was received.
Receive time seconds (s)	num	2	The second when the source page was received.
Source location (SrcLoc)	text	255	The location of the input file.
Source page number (SrcPg)	num	6	The page number of the input page in the source file. Starts at 1.
Source type (SrcType)	text	N/A	The type of source page. The different types of PDLs are TIFF, CALS, PDF, PS, NIRS, HPGL, HPGL2, C4, CALCOMP, and ASCII.
Source width (SrcWth)	num	6	Native width of source page in units (1 unit = 1/72 inch).
Source height (SrcHgt)	num	6	Native height of source page in units (1 unit = 1/72 inch).
Output width (OutWth)	num	6	Actual width of output page in units (1 unit = 1/72 inch).
Output height (OutHgt)	num	6	Actual height of output page in units (1 unit = 1/72 inch).
Width scale (WthScl)	num	4	The scaling factor, in %, applied to the original in the width direction.
Height scale (HgtScl)	num	4	The scaling factor, in %, applied to the original in the height direction.

Parameter	Type	Length (max)	Description
Mirroring (Mirror)	text	2	Mirroring applied to the original. LR (vertical mirror) or TB (horizontal mirror). When mirroring is not applied, this field remains empty.
Rotation angle (Rot)	num	3	The angle of the scaled original when you rotate to the left. The possible values are 0, 90, 180, 270. An angle of 0 indicates that the orientation of the source and the output image are identical.
Process type (PrcType)	text	N/A	The type of processing that was done for this page. ■ PLOT ■ COPY ■ STF (scan to file) ■ CHK (check plot) ■ ICOPY (interrupt copy) ■ INTRNL (internal job) ■ REPLOT (from history queue).
Process completion (PrcCmplt)	text	N/A	How the process was completed for this page. ■ DONE (normal termination) ■ ABRT (job cancelled by user) ■ ERR (error occurred) When an error occurred or the job was cancelled, the last page that was correctly delivered has the value DONE and an additional record with value ABRT or ERR is generated for the first page after that (the page that failed to deliver due to the error).
Delivery date year (DlvY)	num	4	The year when the page was delivered.
Delivery date month (M)	num	2	The month when the page was delivered.

Parameter	Type	Length (max)	Description
Delivery date day (D)	num	2	The day of the month when the page was delivered.
Delivery time hours (h)	num	2	The hour when the page was delivered.
Delivery time minutes (m)	num	2	The minute when the page was delivered.
Delivery time seconds (s)	num	2	The second when the page was delivered.
Output page number (OutPg)	num	6	The page number of the output page in this job. Starts at 1.

Parameter	Type	Length (max)	Description
Output media type (MedType)	text	N/A	The type of output medium. ■ PPAPER (plain paper) ■ TRANSPARENT ■ FILM ■ POLYESTER ■ VELLUM ■ TRANSLUCENT ■ PAPERDRAFT ■ PAPERSTANDARD ■ BOND ■ BONDDELUX ■ PAPERSTANCOATED ■ PAPERPREMCOATED ■ BONDCOATED ■ BONDCOATEDHIGHRES ■ PHOTOPAPERMATT ■ PHOTOPAPERGLOSS ■ TRACINGPAPER ■ BONDTRANSLUCENT ■ MONOVELLUM ■ COLORVELLUM ■ FILMMATT. The field is empty for scan-to-file jobs.
Output media special (MedSpc)	text	1	Indicates whether special output media was selected. Y or N. The field is empty for scan-to-file jobs.
Output media weight (MedWgt)	text	N/A	The weight of the output media. ■ LIGHT ■ NORMAL ■ HEAVY. When the weight of the output media is not known, this field remains empty. The field is empty for scan-to-file jobs.

Parameter	**Type**	**Length (max)**	**Description**
Output media source (MedSrc)	text	N/A	Source of the output media. For example, ROLL1, ROLL2. The field is empty for scan-to-file jobs.
Output fold method (Fold)	text	N/A	Folding in 2 directions ■ AFNOR ■ ERICSSON ■ DIN. Folding in 1 direction ■ AFNOR1 ■ ERICSSON1 ■ DIN1. Off-line folding is not logged. The field is empty for scan-to-file jobs.
Output binding method (Bind)	text	N/A	Specifies the binding method for the output media. ■ EDGEONLY (only binding edge) ■ REINFORCE ■ PUNCH. The field is empty for scan-to-file jobs.
Output media destination (MedDst)	text	N/A	Output media destination in case of physical output ■ BELT1 ■ BELT2 ■ BELTS ■ CDT ■ IRT ■ FIRSTFOLD ■ STACKER. The field is empty for scan-to-file jobs.

Parameter	Type	Length (max)	Description
Output file type (File-Type)	text	N/A	Type of output file in case of digital output. ■ TIFF ■ CALS ■ PDF. The field is empty for print jobs and copy jobs.
Output file compression (FileCmpr)	text	N/A	Compression method of output file in case of digitaloutput. ■ GROUP3 ■ GROUP4 ■ PACKBITS ■ LZW. The field is empty for print jobs and copy jobs. The field is empty for scan-to-file jobs without compression.
Output file size (FileSz)	text	9	Size of output file in bytes (including all pages incase of multi-page output files) in case of digital output. The field is empty for print jobs and copy jobs.
Output file destination (FileDst)	text	255	Name of the destination for the output file as used inthe Océ Scan Manager, in case of digital output. If multiplepages in one job have the same destination file, amulti-page file is generated. The field is empty for print jobs and copy jobs.
Output resolution (width direction)	num	4	The resolution of output in width direction, in dpi.
Output resolution (height direction)	num	4	The resolution of output in height direction, in dpi.

Parameter	Type	Length (max)	Description
Completion ID (CmpId)	num	8	The completion ID indicates the instance number of the job. Starts at 1. More than 1 job instance occurs when the jobs are restarted from the history queue.
Output color mode(ColMod)	text	255	The colour mode of the job. ■ COLOUR ■ MONOCHROME
Output quality mode(QualMod)	text	255	The quality mode of the job. ■ CHECK ■ RELEASE ■ PRESENTATION.
Output content type(ContMod)	text	255	The content type of the print jobs ■ LINES/TEXT ■ AREA FILL ■ STANDARD ■ POSTER.
Image type (ImageType	text	255	The image type of the copy and scan-to-file jobs. ■ PHOTO ■ LINE ART ■ MAPS ■ ARTWORK ■ DARK ORIGINALS ■ BLUEPRINT.

[1] The fields in the standard CSV account log file

Note: *This table is a complete list of all standard fields for all systems. When a system does not support a function, the field remains empty.*

Account information for the media format

If a standard output media format is selected for a job, the values in the log file match the values in the following table. Any different values indicate that a non-standard media format was selected in the job.

Format name	Width (units of 1/72 inch)	Height (units of 1/72 inch)
A0	2384	3370
A1	1684	2384
A2	1191	1684
A3	842	1191
A4	595	842
E	2448	3168
D	1584	2448
C	1224	1584
B	792	1224
A	612	792
E+	2592	3456
D+	1728	2592
C+	1296	1728
B+	864	1296
A+	648	864
B1	2004	2835
B2	1417	2004
B3	1001	1417
B4	709	1001
30x42	2160	3024
jis B1	2064	2920
jis B2	1460	2064
jis B3	1032	1460

Format name	Width (units of 1/72 inch)	Height (units of 1/72 inch)
jis B4	729	1032
jis B5	516	729

[2] Media format for output media

The width and the height values change position for output with landscape orientation.

Note: *The above list is not a list of supported media types and sizes. Not all systems support all the described media types and sizes.*
Note: *The last 4 log fields are present when an Océ TCS400 is used.*

Structure of the CSV extended format log file

When you select 'Extended format', you can also see all the additional fields defined in Océ Account Logic in the log file.

The recorded field IDs are added to the end of the standard field IDs in the header line of the log. The list of additional fields is a union of all fields recorded for that day, in alphabetical order on field ID.

When the information is not entered for a job, the field remains empty.

Manage the log files

Delete log files

When to do

After you process the data from the log files and you do not require the log files any more, delete the log files.

Delete log files from Océ Account Console

1. Click 'Log data' on the 'Account data' tab.
   A list with all the devices defined in Océ Account Console is displayed in the 'Devices' section.
2. Select one device in the list of devices.
   A list with all the log files retrieved from the selected device is displayed in the 'Logs' section.
3. Select the log files to delete.
4. Click the 'Delete' button in the 'Logs' section.
   A confirmation dialog appears.
5. Make sure you selected the correct log files, and click 'OK'.

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